

Appendix B

Construction and Professional Services Manual Forms

DGS Forms Center

Construction and Professional Services Manual (CPSM) forms, formats, and samples which were previously located on the DEB/BCOM/CPSM website have been relocated to a new web location -- the "**DGS Forms Center**". Current editions of the CPSM forms are now available for download from this web location. The web address for the DGS Forms Center is: <http://forms.dgs.state.va.us>

Forms Available

The electronic versions of CPSM forms are provided as a service to other state agencies, their consultants, and contractors. A complete listing of CPSM forms available on the DGS Forms Center immediately follows this page.

File Formats

CPSM forms are available in several file formats. Forms which are designed to be "edited" are provided in 'Microsoft Word' format. Forms which are designed to be "filled only" are available in 'OmniForm' or 'Adobe pdf' formats. Forms which are "tabular" or "calculation-intensive" are provided in 'Microsoft Excel' format.

Obtaining and Using the Most Current CPSM Forms

The hard (paper) copies of forms, as currently included in CPSM appendices, may be retained for reference and new versions may be downloaded/printed and inserted in the Appendices. **Form revisions will no longer be published and issued as Manual revisions. After April 1, 2001, the electronic versions of forms posted on the DGS Forms Center should be downloaded and used.** Detailed instructions for downloading these forms are provided immediately following the listing of forms. Revisit the DGS Forms Center often to obtain the most current versions of CPSM forms. Agencies should refer to Chapter 14 for instructions on submitting designated CO- Forms 'electronically'.

New DGS Form Numbering System

The Department of General Services recently adopted a uniform form numbering system to comply with the provisions of Executive Order #51. Therefore, CPSM forms, formats and samples now contain a new DGS Form Number for identification. In addition to the new DGS form number, the old "CO" form numbers continue to appear in the upper right corner on many forms to maintain user familiarity with the old CO- numbers and the extensive use of these numbers within the Manual and other associated legal documents.

Located immediately below the DGS Form Number on each form is the current Form Revision Date (in month and year format). **The initial Form Revision Date for all forms current as of Revision 4 of the CPSM Manual is February, 2001, denoted on forms as (Rev. 02/01).** Most CPSM forms are unchanged from the last revision of the Manual; however, several forms have been recently modified, enhanced or converted to a different electronic format. Also several new forms or formats have been added. As noted earlier, revisit the DGS Forms Center often to obtain the most current versions of CPSM forms.

CPSM Forms Available For Download From DGS Forms Center

Form Number	Form Name	File Format	Latest Revision Date
DGS-30-004	AE-1 to AE-6, A/E Firm Data Forms	OmniForm	02-01
DGS-30-008	CO-2, Authority to Initiate a Capital Project	OmniForm	02-01
DGS-30-012	CO-2.3, A/E Fee Proposal Worksheet	OmniForm	02-01
DGS-30-012	CO-2.3, A/E Fee Proposal Worksheet	Excel	02-01
DGS-30-016	CO-3, A/E Contract for Professional Services	Word	02-01
DGS-30-020	CO-3.1, A/E Term Contract	Word	02-01
DGS-30-024	CO-3.1a, A/E Term Contract, Project Order for	Word	02-01
DGS-30-028	CO-3.2, A/E Contract for Selected Professional Services	Word	02-01
DGS-30-032	CO-4, Application for Approval of Schematic Design	OmniForm	02-01
DGS-30-036	CO-5, Application for Approval of Preliminary Drawings	OmniForm	02-01
DGS-30-040	CO-5a, Notification of Availability of Preliminary Drawings	Word	02-01
DGS-30-044	CO-6, Application for Approval of Working Drawings and Specs	OmniForm	02-01
DGS-30-048	CO-6a, Structural & Special Inspections, Statement of	Word	02-01
DGS-30-052	CO-6b, Structural & Special Inspections, Listing of Required	Excel	02-01
DGS-30-056	CO-8, Approval to Award Construction Contract	OmniForm	02-01
DGS-30-060	CO-8b, Opinion of A/E Performance (Design Phase)	OmniForm	02-01
DGS-30-064	CO-9, Construction Contract	OmniForm	02-01
DGS-30-068	CO-9.1, Notice of Award	OmniForm	02-01
DGS-30-072	CO-9.2, Notice to Proceed	Word	02-01
DGS-30-076	CO-9a, Workers Compensation Certificate of Insurance	Word	02-01
DGS-30-080	CO-9b, Post Bid Modification	Word	02-01
DGS-30-084	CO-10, Standard Performance Bond	OmniForm	02-01
DGS-30-088	CO-10.1, Standard Labor and Material Payment Bond	OmniForm	02-01
DGS-30-092	CO-11, Change Order (Construction)	OmniForm	02-01
DGS-30-096	CO-11a, Change Order Justification	OmniForm	02-01
DGS-30-100	CO-11ae, Change Order (A/E Contract)	OmniForm	02-01
DGS-30-104	CO-12, Schedule of Values and Certificate for Payment	Excel	02-01
DGS-30-108	CO-13, Affidavit of Payment of Claims	Word	02-01
DGS-30-112	CO-13.1, Certificate of Completion by A/E or Project Mgr	Word	02-01
DGS-30-116	CO-13.1a, Certificate of Substantial Completion by A/E	Word	02-01

Form Number	Form Name	File Format	Latest Revision Date
DGS-30-120	CO-13.1b, Final Report of Structural & Special Inspections	Word	02-01
DGS-30-124	CO-13.1b-twr, Final Report of Structural & Special Inspections for a Communication Tower	Word	02-01
DGS-30-128	CO-13.1c, Certificate of Partial or Substantial Completion by Inspector, Project Manager, or Construction Administrator	Word	02-01
DGS-30-132	CO-13.1-twr, Certificate of Completion of a Communication Tower by A/E	Word	02-01
DGS-30-136	CO-13.2, Certificate of Completion by Contractor	Word	02-01
DGS-30-140	CO-13.2a, Certificate of Partial or Substantial Completion by Contractor	Word	02-01
DGS-30-144	CO-13.3a, Application for Certificate of Use and Occupancy	Word	02-01
DGS-30-148	CO-13.3a-mod, Application for Certificate of Use and Occupancy for an Industrialized Building	Word	02-01
DGS-30-152	CO-13.3b, Checklist for Occupancy	Word	02-01
DGS-30-156	CO-14, Project Completion Report	OmniForm	02-01
DGS-30-160	CO-14a, Opinion of A/E Performance (Construction Phase)	OmniForm	02-01
DGS-30-164	CO-14b, Opinion of Contractor Performance	OmniForm	02-01
DGS-30-168	CO-16, Contractor's Statement of Qualifications	Word	02-01
DGS-30-172	CO-16-Attachment 1, Qualification Criteria	Word	02-01
DGS-30-176	CO-17.1, Application for Demolition Permit	OmniForm	02-01
DGS-30-180	CO-17a, Application for Building Permit	OmniForm	02-01
DGS-30-184	CO-17a-mod, Application for Building Permit for an Industrialized Building	OmniForm	02-01
DGS-30-188	CO-17a-tent, Application for Temporary Permit for a Temporary Facility/Tent/Stage	OmniForm	02-01
DGS-30-192	CO-17a-twr, Application for Building Permit for a Communication Tower	OmniForm	02-01
DGS-30-196	CO-18, Sole Source Procurement Request	Word	02-01
DGS-30-200	GC-1, Change Order Estimate (General Contractor's)	Excel	02-01
DGS-30-204	SC-1, Change Order Estimate (Subcontractor's)	Excel	02-01
DGS-30-208	SS-1, Change Order Estimate (Sub-subcontractor's)	Excel	02-01
DGS-30-212	VE-1, Summary of Value Engineering Recommendations	Excel	02-01
DGS-30-216	A/E Invoice Format	Excel	02-01
DGS-30-218	Annual Permit - Agency Representative Application	Word	02-01
DGS-30-220	Bid Form (Standard Format)	Word	02-01
DGS-30-224	Building Cost Summary	Excel	02-01
DGS-30-228	Building Lifecycle Cost Summary	Excel	02-01
DGS-30-232	Building Systems and Equip. Checklist	OmniForm	02-01
DGS-30-236	Contractor Reference Letter	Word	02-01

Form Number	Form Name	File Format	Latest Revision Date
DGS-30-240	Invitation for Bids	Word	02-01
DGS-30-244	Invitation for Bids, "Buy Virginia" Graphic for	Word	02-01
DGS-30-248	Invitation for Bids, Cover for	Word	02-01
DGS-30-252	Invitation for Bids, Notice of (notice for newspaper ad)	Word	02-01
DGS-30-256	Invitation for Bids, Notice of (notice for specs or posting)	Word	02-01
DGS-30-258	Memorandum of Understanding for A/E Contract	Word	02-01
DGS-30-260	Memorandum of Understanding for A/E Term Contract	Word	02-01
DGS-30-264	Nonprofessional Services, General Conditions for	Word	02-01
DGS-30-268	Nonprofessional Services, Special Conditions for	Word	02-01
DGS-30-272	Prebid Question Form	Word	02-01
DGS-30-276	Project Inspector's Report - Daily Report	Adobe pdf	02-01
DGS-30-280	Project Inspector's Report - Instructions	Adobe pdf	02-01
DGS-30-284	Project Inspector's Report - Progress Photos	Adobe pdf	02-01
DGS-30-288	Project Inspector's Report - Running Punch List	Adobe pdf	02-01
DGS-30-292	Project Inspector's Report - Unresolved Issues	Adobe pdf	02-01
DGS-30-296	Project Inspector's Report - Weekly Summary	Adobe pdf	02-01
DGS-30-300	RFP for A/E Services (Standard Format)	Word	02-01
DGS-30-304	RFP for A/E Services (Format for Term Services)	Word	02-01
DGS-30-308	RFP for Project Inspection Services	Word	02-01
DGS-30-312	RFP for Project Inspection Services (Data Form)	Word	02-01
DGS-30-316	RFP for Project Inspection Services (Pricing Schedule)	Word	02-01
DGS-30-320	RFP for Testing Services	Word	02-01
DGS-30-324	RFP for Value Engineering Services	Word	02-01
DGS-30-328	Roofing - Installation History	Word	02-01
DGS-30-332	Roofing - Built-up Roofing Data	Word	02-01
DGS-30-336	Roofing - Metal Roofing Data	Word	02-01
DGS-30-340	Roofing - Shingle Roofing Data	Word	02-01
DGS-30-344	Roofing - Single Ply Roofing Data	Word	02-01
DGS-30-348	Roofing - Inspection Checklist	Word	02-01
DGS-30-352	Roofing - Daily Inspection Log	Word	02-01
DGS-30-356	Roofing - Consultant/Inspector Resume	Word	02-01
DGS-30-360	Small Businesses and Businesses Owned by Women and Minorities Participation Data	Word	02-01
DGS-30-364	Submittal Register	Excel	02-01
DGS-30-368	Supp. Agreement for Off-Site Storage of Fab. Structural Steel	Word	02-01
DGS-30-372	Supp. Agreement for Off-Site Storage of Precast Conc. Panels	Word	02-01
DGS-30-376	Supplemental General Conditions	Word	02-01

Instructions for Locating and Downloading CPSM Forms From The DGS Forms Center

- 1) Refer to the listing of forms on the previous pages and locate the desired form (e.g., CO-9, Constr. Contract) and its associated DGS Form Number (e.g., DGS-30-064).
- 2) Using your web browser, go to the following URL (web address):
<http://forms.dgs.state.va.us>
- 3) Enter the DGS Form Number in the Search box and click on the "Submit" button. (Note: Other text may be entered in the search box to narrow the number of forms displayed, however, it must match a portion of the text exactly. For example entering "CO-9" in the Search box will successfully locate the Construction Contract, whereas entering "CO9" or "CO_9" will not be successful. It is recommended you search by using the unique DGS Form Number.) In lieu of searching, you may click on the DEB button to narrow the list of forms and then scroll through the display one page at a time until you locate the desired form. The latter method is suggested only if you have a high speed internet connection.
- 4) Once the desired form has been located, click on the folder icon immediately to the left of the form number. Clicking on the folder icon will load a smaller window displaying more information about the selected form. This window will also display an icon (or icons) which indicate the file formats, or file types (i.e., Word, Excel, etc.) in which the form is available.
- 5) Click on the desired file type icon to begin the download process. The download procedure varies depending upon the selected format:
 - a) Word and Excel formats:
 - i) When the Word or Excel icon is selected, the form will open in new window. If warned that a file contains macros, select "Enable" to take advantage of automated procedures which have been programmed into some of these forms.
 - ii) Select "File" and then "Save As" from the menu bar to save a copy of the form to your PC. Specify the drive and directory where the form should be saved. A default file name will be recommended, however, you may alter the suggested name to a more meaningful file name. (Note: It is recommended that you save the form template to your PC prior to entering or editing data.)
 - iii) Click "Save" to download the form or "Cancel" to abort the process.
 - iv) Close the Word or Excel window.
 - v) If complete, exit the browser.
 - vi) If not complete, click the "Back" button on your browser to return to the forms listing to search for additional forms.

b) OmniForm format:

- i) When the OmniForm icon is selected, a new "File Download" window will be displayed.
- ii) Choose "Save this program to disk" and then click on the "OK" button.
- iii) Specify the drive and directory where the form should be saved on your PC. A default file name will be recommended, however, you may alter the suggested name to a more meaningful file name.
- iv) Click "Save" to download the form or "Cancel" to abort the process.
- v) At this point you may select "Open" to begin using the saved form immediately or you may select "Close" to exit the download window. (Note where the form was saved on your PC so you may open it later.)
- vi) If complete, exit the browser.
- vii) If not complete, click the "Back" button on your browser to return to the forms listing to search for additional forms.

c) Adobe pdf format:

- i) When the Adobe pdf icon is selected, the form will open in new window.
- ii) To save this format, click on the small icon which resembles a diskette. Specify the drive and directory where the form should be saved on your PC and give the form a meaning file name. (Note: Selecting "File" and "Save As" from the menu bar will not work as it does for Word and Excel forms. The only way to save this file type is to click on the diskette icon.)
- iii) In the resulting dialog box, click "Save" to download the form or "Cancel" to abort the process. (Note: It is recommended that you save the form to your PC prior to entering or editing data.)
- iv) If complete, exit the browser.
- v) If not complete, click the "Back" button on your browser to return to the forms listing to search for additional forms.

Special Note regarding Adobe pdf forms: Adobe pdf forms require the use of Adobe software for filling, printing, and saving. View or download form DGS-30-280 for more information regarding the use of Adobe pdf forms.

In rare instances, users have reported being asked to enter a network ID and password to download certain forms. If prompted to enter an ID and password, try selecting the "Cancel" button to bypass this erroneous system request.

Use the "Report a Problem" button on the DGS Forms Center to describe any technical problems encountered in using this service. If your problem is not resolved promptly, contact BCOM and a copy of the electronic form can be e-mailed to you.